

INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: May 16, 2007

From: Rebecca Carter, Director of Regulatory Compliance

Subject: INDIANA BUSINESS COLLEGE – ALL LOCATIONS
NEW DEGREE APPLICATIONS

Staff Recommendation

The commission staff recommends that Indiana Business College be granted the authority to award the Associate of Applied Science degree and the Bachelor of Science degree in the following programs at the following campus locations *with the stipulation that the Instructor Qualification Record forms be submitted for the Elkhart campus when the faculty members are hired:*

AAS – Accounting: Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis, Lafayette, Marion, Muncie, Northwest, & Terre Haute

BS – Accounting: Evansville, Indianapolis, Muncie & Terre Haute

BS – Hospitality Restaurant Management: Indianapolis

Background Information

Indiana Business College is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

The associate of applied science degree consists of 115-117 quarter-credit hours of training; over 75% of the courses are in the Specialty; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

The bachelor's of science degree programs consist of 103 and 187 quarter-credit hours of training respectively. All but one faculty member holds a master's degree. The one individual who does not, holds a bachelor's degree plus a minimum of ten years experience in the subjects he is teaching

Supportive Documentation

1. Degree Application
2. Instructor Qualification Record forms (except for Elkhart)

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College – Anderson, Columbus, Elkhart, Evansville, Ft. Wayne,
Indianapolis, Lafayette, Marion, Muncie, Northwest & Terre Haute

Name of Program Accounting

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4732 Application Type

Date the Form was Prepared April 24, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to provide specific preparation for private and public accounting as well as the advanced areas of general accounting. Graduates are prepared for positions in private business, public accounting, and government. The program provides an excellent foundation for the students to begin a career in cost accounting, tax accounting, or internal auditing.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Accounting

TOTAL COURSE HOURS: 115-117 Check one: **Quarter Hours** ☒
 Semester Hours ☐
 Clock Hours ☐

LENGTH OF PROGRAM: 18 Months TUITION: \$18,660

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC101	ACCOUNTING I	5
ACC102	ACCOUNTING II	5
ACC105	PAYROLL/10 KEY	5
ACC107	INCOME TAX	5
ACC115	COMPUTERIZED ACCOUNTING	5
ACC201	ACCOUNTING III	5
ACC202	COST ACCOUNTING	5
ACC230	AUDITING	5
BUS100	PRINCIPLES OF BUSINESS	5
BUS230	BUSINESS OFFICE PROCEDURES	5
BUS260	CAREER DEVELOPMENT	2
COM206	COMMUNICATION II	5
CPU200	COMPUTERS AND OFFICE AUTOMATION	4
CPU212	WORD PROCESSING	4
CPU220	SPREADSHEETS	4
CSS105	STRATEGIES FOR SUCCESS	5
FIN200	INTRODUCTION TO FINANCE	5
INT299	INTERNSHIP OR BUSINESS ELECTIVE	3-5
KEY101	KEYBOARDING I	3

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
LEG101	BUSINESS LAW	5
MAT105	BUSINESS MATH	5
MGT200	MANAGEMENT	5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS205	ECONOMICS	5
COM105	COMMUNICATION I	5
SPC101	PRESENTATION SKILLS	5

Number of Credit/Clock Hrs. in Specialty: 100-
102 / Percentage: 87%
Number of Credit/Clock Hrs. in General Courses: 15 / Percentage: 13%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located on campus. The library is open from 8:00 am - 10:00 pm Monday - Thursday and 8:00 am - 4:00 pm Friday. Additional hours will be scheduled as necessary based on student needs. The library is staffed with a full-time librarian, Sara Siebenaler. Sara holds a BS degree.

2. Number of volumes of professional material:

There are 56 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 6 professional periodicals which are available in the library.

4. Other library facilities in close geographical proximity for student access:

The Allen County Library is located downtown with various branches throughout the city and county. The Dupont branch is 3 miles from the campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Arms	James	Larry
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College-Anderson Campus

Business Math
Fundamentals of Communication
Psychology
Presentation Skills
Customer Service

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, Indiana	BS in Elementary Ed	1967	1971
Ball State University	Muncie, Indiana	MA in Elementary Ed	1971	1973
Ball State University	Muncie, Indiana	ED S in Education	1975	1981
Indiana University	Bloomington, Indiana	Work toward Doctorate	1990	1993
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Anderson Community Schools	Anderson, Indiana	Elementary Teacher	1971	1978
Anderson Community Schools	Anderson, Indiana	School Principal	1979	1999
Anderson Community Schools	Anderson, Indiana	Director of Secondary Ed	1999	2001
Anderson Community Schools	Anderson, Indiana	School Principal	2001	2003

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Crites Chris Allen
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Anderson

Names of Courses Taught:

Accounting I, Accounting II, Cost Accounting

Spreadsheets

Communication I

Database

Economics

Fundamentals of e-business

Software Integration

Word Processing

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Maryland University College	Adelphi, Maryland	BS in Business & Mgmt	1989	1994
American Intercontinental University	Hoffman Estates, Illinois	MBA-Business Admin MBA-Marketing	2003	2004
Certificates for completion of Education Methods	Indianapolis, Indiana	"Working With Difficult Students"	2005	2005
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Office IT Manager	Church of God Headquarters, Anderson,	Authored database program, setup network	1994	1996
CRS Consulting	Highlands Ranch, CO	Educational & Business Consulting	2005	2005
Profit Key International	New Hampshire	Software Design	2002	2002
Great Marketing Ideas	Iowa	Account Rep.	2002	2003

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Fry	Marcia	Renee
	(Last)	(First)	(Middle)

Names of Courses Taught:	
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INT129 Internship

March Free 1/11/07

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Gibson	Chad	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Anderson

Names of Courses Taught:

Business Law

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	BS in Psychology	1992	1999
Indiana Wesleyan University	Marion, IN	MBA	1999	2003
CBSD Module B-4	Anderson, IN	Develop A Lesson Plan Training for Student	2005	
Finish Line Manager In Training Program	Indianapolis, IN	Coursework for Management	2004	2004
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Finish Line	Indianapolis, IN	Financial Accounting		
General Manager of Finish Line	Kokomo, IN	Store Operations		
Meridian Document Solutions	Indianapolis, IN	Account Executive	2003	2004
H & R Block	Bloomington, IN	Asst. District Manager	1999	2002

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Godfrey	Joan	Sandra
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Anderson

Names of Courses Taught:

Business Office Procedures

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Wisconsin	Madison, WI	Elementary Education/Communications	9/66	6/70
Brown College of Court Reporting	Atlanta, GA	stenography; legal procedures and	9/77	12/79
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Roadway Global Air	Indianapolis, IN	customer service; data entry; international billing	4/94	12/95
USA Group	Indianapolis, IN	supervisory; clerical; data entry; quality control	1/92	11/93
Anderson Community Schools	Anderson, IN	administrative assistant to superintendent	8/84	2/87
Amtrak	Beech Grove, IN	stenographer for labor relations hearings	4/80	8/84

Joan S. Geaffrey

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Nalywaiko	Jill	Ann
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Anderson

Communication 103 and 105
Customer Service
Word Processing
Computers and Office Automation
Keyboarding I, II, and III
Strategies for Success
Career Development
Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Manage the Adult Instructional Process	IBC Anderson Campus	Improve teaching methods with adult students	7-17-2006	
Microsoft Word	self-taught	MS Word 2003 Expert Certification	9-12-2005	
The Pacific Institute	Indianapolis, IN	TPI strategies of positive thinking and growth	7-21-2005	7-23-2005
Taylor University	Upland, IN	BA in English	8-1998	5-2002
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Taylor University Career Development Ofc.	Upland, IN	Assisted students with resumes, interviewing	9-2000	5-2002
Brookville Comm. Schools	Brookville, OH	Tutored elementary and middle school children	2-2004	3-2004
SpringHill Camp 39	Freetown, IN	Taught horseback riding to campers	Summer 2002	Summer 2003

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Nichols Kimberly Bolick
(Last) (First) (Middle)

Names of Courses Taught:	
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Computers and Office Automation

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Virginia Polytechnic Institute and State	Blacksburg, Va	BS in Electrical Engineering	1978	1983
Indiana Business College Education Methods	Anderson, IN	"Motivational Classroom" "INSPIRE Net Training"	2006	2006
Microsoft Office Expert Certification	Indianapolis, IN	Expert in Excel	2006	2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Department of the Navy	New London, Connecticut	Electronics Engineer	1983	1990
Phillips Colleges (aka Parks Junior College)	Aurora, CO	Part time Instructor	1990	1992
Dental Systems Integration	Middletown, IN	Computer Engineer	2001	2004

**INDIANA COMMISSION ON
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INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Shank Cheryl Lynn
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Anderson

Names of Courses Taught:

Communication I

Marketing

Management

Principles of Business

Advertising

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Anderson University	Anderson, IN	BS in Organizational Leadership	1999	2001
Ball State University	Muncie, IN	courses toward degree	1967	1968
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Anderson University	Anderson, IN	Director of Conference and Performance Events	1988	present
L. Strauss	Indianapolis, IN	Manager, Castleton Branch	1986	1988

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Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: White Tammy
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College — Anderson

Names of Courses Taught:

Math Fundamentals

Communication I

Fundamentals of Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Florida A & M	Tallahassee, FL	coursework toward degree	1986	1987
Ball State University	Muncie, IN	BS in General Business	1987	1990
Butler University	Indianapolis, IN	MBA	1992	1998
CBSD Module B-4	Anderson, IN	Completed workshop in methods "Develop a	2006	2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
National City Bank	Anderson	Part time teller	2005	present
Fifth Third Bank	Lawrence, IN	Banking Center Manager	1999	2002
Peoples Bank & Trust	Indianapolis, IN	Sales Manager II	1998	1999
National City Bank	Anderson, IN	Branch Manager II	1990	1997

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
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[illegible]

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Please TYPE the form.

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NAME: Crader Dianne L
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College — Columbus

Names of Courses Taught:

Communications—COM105, COM206

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ashland University	Columbus, OH	Education	1999	2003
Ohio State University	Newark, OH	Education	9/1994	6/1998
Ashland University	Columbus, OH	Masters In Education	2003	2005
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Jennings County Schools	North Vernon, IN	Substitute Teachers	02/2006	Present
Bartholomew County Schools	Columbus, IN	Teacher	08/2005	11/2005
Southwest Licking Schools	Pataskala, OH	Teacher	8/2004	6/2005
Millersport Elementary	Millersport, OH	Teacher	12/1999	6/2004

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Please **TYPE** the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Darlag Vincent Neal
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Columbus

Names of Courses Taught:

Accounting I

Intermediate Accounting I (classroom and online)

Economics

Business Math

Spreadsheets

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
NAU	Online	Business	01/02/06	Present
Indiana University	Bloomington, IN	Accounting	1992	1994
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Royalty Companies	Seymour, IN	Accounting	2000	2001
Regal Industries	Crothersville, IN	Sales, Marketing	1999	2000
Maxim Trucks	Scipio, IN	Accounting	1997	1999
E&C Companies	Columbus, IN	Management, Customer Service	1995	1997

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Please **TYPE** the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Hodapp David J.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Columbus

Names of Courses Taught:

MGT200

BUS203

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	BA, Marketing, Sales, Promotion	9/1988	12/1991
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Centra Credit Union	Columbus, IN	Financial	2/2006	Present
Acra Automotive	Columbus, IN	Sales, Accounting, Inventory, Customer	12/1995	11/2005
Farm Bureau Insurance	Columbus, IN	Sales, Customer Service	1/1992	12/1998

INDIANA COMMISSION ON PROPRIETARY EDUCATION

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Please **TYPE** the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Moss Charlotte Lynn
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College — Columbus

Names of Courses Taught:

Anatomy and Physiology I & II

Customer Service

Pathophysiology

MOA

Medical Terminology

Pharmacology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan	Columbus, IN	Bachelors Degree Business	2001	2003
IUPUC	Columbus, IN	Associate Degree General Studies	1990	1996
IVYTech	Columbus, IN	Practical Nursing Technical Certificate	1980	1981
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Tara Treatment Center	Franklin, In.	nurse and counselor	1988	2004
Quinco	Columbus, In	mental health technician	1992	1992
Koala	Columbus, In	LPN	1984	1988
Columbus Regional Hospital	Columbus, In	LPN	1981	1984

INDIANA COMMISSION ON PROPRIETARY EDUCATION

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Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Sanders Deborah Mae
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Columbus

Names of Courses Taught:

Keyboarding 1, 2, 3

Principles of Business

Com 105

Strategies for Success

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Southeast Missouri State University	Cape Girardeau, MO	Bachelor of Science in Business Education	9-68	5-73
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Substitute Teacher	Nashville, TN	Substituted in grades 1-12	9-94	3-99
Substitute Teacher	Portageville, MO	Substituted in grades 1-12	9-82	5-85
Teacher	St. Louis, MO	Taught business classes at a Private Business	9-77	5-80
Administrative Support/Payroll Officer	Jefferson City, MO	Provided support and prepared payroll for State	5-80	2-82

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Please **TYPE** the form.

Use the **<tab>** key to advance to the next field, or select a field by clicking the cursor.

NAME:	Snoddy	Jennifer	Rebecca
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Columbus

Names of Courses Taught:

KEY 101 - Keyboarding One

CPU 200 - Computers & Office Automation

CPU 212 - Word Processing

CPU 230 - Database

MAT 095 / MAT 102 - Fundamentals of Mathematics

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, Indiana	Radio - Tv - Film / Computer Science	08/93	12 / 2000
Microsoft Office Specialist - Master Instructor	Certification			
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Ivy Tech State College	Terre Haute, Indiana	Instructor	Sept. 01	Sept. 03
Manpower Staffing	Terre Haute, Indiana	Trainer	Aug. 2000	Aug. 2002
Clay Community Schools	Brazil, Indiana	Software Technician / Trainer	Sept, 2002	Aug. 2005

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include** all required documentation **pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include** all required documentation **pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Evansville

Payroll/10 Key

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Oakland City University	Oakland City, IN	Organizational Management	8/1994	5/1996
Lockyear Business College	Evansville, IN	Elementary Accounting	6/1964	6/1965
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Warrick Co. Dept. of Economic Development	Booneville, IN	Development Assistant	6/2003	Present
Geiger Transfer and Storage	Evansville, IN	Office Manager Accountant	10/1997	12/2002
HLS Pharmacy	Evansville, IN	Accountant	8/1995	9/1996

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Evansville

Management;

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ohio Institute of Technology	Columbus, OH	BS in Electronics Engineering Technology	1/77	3/81
Ashland University	Ashland, OH	MBA	3/84	5/86
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Whirlpool Corp	Various	Engineering, marketing, ops, purchasing, mgt.	3/81	10/99
Wolf appliance Co.	Madison, WI	Supply chain mgt.	10/99	3/03
ASA Consulting	Evansville, IN	Operations consulting	3/03	8/06
Miller Planting	Evnasville, IN	Supply chain mgt.	8/06	present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Evansville

Computers and Office Automation; Word Processing; Spreadsheets; Business Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Southwest Baptist University	Bolivar, MO	BS Computer Science	8/1992	5/1997
University of Phoenix Online	Online	MS Information Systems Management	8/2004	Present
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
BancTec Financial Systems	Springfield, MO	Programmer	5/1998	9/1999

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Evansville

[illegible]

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of So. Ind	Evansville, IN	Masters of Business	1/2003	5/2005
Kentucky Wesleyan Coll.	Owensboro, KY	BS Business Administration	8/2001	12/2003
Madisonville Com Coll.	Madisonville, KY	Business	1/2000	5/2000
University of So. Ind	Evansville, IN	Occupational Therapy	8/1999	12/1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Old National Bank	Evansville, IN	Loan Processor	5/2005	9/2006
Old National Bank	Evansville, IN	Post Closing Specialist	8/2003	5/2005
First United Bank	Madisonville, KY	Teller/receptionist	5/2000	8/2000

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Evansville

Principles of Business; Business Office Procedures; Communication II; Strategies for Success;
Keyboarding I; Business Math; Management; Economics; Communication I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Southern Indiana	Evansville, IN	Business Administration	8/1995	5/1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Old National Bank	Evansville, IN	Mortgage processing	10/2002	6/2005
Florida Tan Center	Evansville, IN	Sales associate	10/2002	12/2004
Bank of America	St. Petersburg, FL	Mortgage processing	10/2000	10/2002
Lady Foot Locker	Evansville and FL	Manager	10/1993	10/2000

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Evansville

Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Business College	Indianapolis, IN	Quarterly Seminars on Career Development	2000	Present
Murray State University	Murray, KY	Merchandising/Marketing	1987	1991
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Evansville, IN	Instructor for Career Development	2000	Present
Indiana Business College	Evansville, IN	Associate Director of Admissions	1997	2000
KMart Corp	Henderson, KY	Management	1991	1997

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Evansville

Accounting I; Accounting II; Income Tax; Computerized Accounting; Accounting III

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Southern Indiana	Evansville, IN	BS Management BS Accounting	8/1985 8/1985	5/1988 12/1987
Southeastern Illinois College	Harrisburg, IL	AS Accounting	1/1983	5/1985
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
The Rehabilitation Center	Evansville, IN	Oversee all Accounts	1987	Present
National City Bank	Norris City, IL	Teller	1985	1987
National City State Bank	Norris City, IL	Teller/Bookkeeper	1983	1985

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Evansville

Principles of Business; Computers and Office Automation; Word Processing; Spreadsheets;
Economics; Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Southern Indiana	Evansville, IN	Business Education	6/1999	5/2001
Indiana State University	Terre Haute, IN	Sports Administration	1/1990	5/1992
Indiana State University	Terre Haute, IN	Business Administration	8/1984	1/1990
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Evansville Vanderburgh School Corporation	Evansville, IN	Teaching	2001	2003
Allied Sports	Evansville, IN	Management, Supervision	1995	1998
Greater Clark County Schools	Jeffersonville, IN	Special Education Assistant	1993	1995

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Evansville

Accounting I; Accounting II; Payroll/10 Key; Income Tax; Computerized Accounting;
Accounting III; Business Law; Business Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Southern Indiana	Evansville, IN	BS Accounting	1970	1973
University of Evansville	Evansville, IN	MBA Business	1976	1980
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Arkla Industries	Evansville, IN	Budget Manager	1973	1978
Peabody Coal Company	Evansville, IN	Accounting Manager	1978	1995

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Evansville

Business Law

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Bellarmino University	Louisville, KY	MBA Management	5/82	5/86
St. Bonaventure University	St. Bonaventure, NY	BA Liberal Arts	9/62	6/66
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Champion Lab. Sales Mgt	Albion, IL	Managed acct. base	2001	2004
Champion lab	Albion, IL	Dev. Bus. Plan	1997	2001
Premier Autoware	Louisville, Ky	Salesman	1996	1997

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Evansville

Communication II; Keyboarding I; Business Law; Management; Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Oakland City University	Oakland City, IN	MS in Management	1/2002	9/2003
University of Southern Indiana	Evansville, IN	Communications & Advertising	8/1995	5/1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Old National Bank	Evansville, IN	Mortgage loan closing & origination	7/2003	9/2005
Hope of Evansville	Evansville, IN	Housing Rehab	5/2002	7/2003
WIKY	Evansville, IN	Radio Promotions	12/1999	7/2001

FORT WAYNE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 Full-time: 5 Part-time: 5

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

NAME: **Bleeke** **Kathy** **K.**
(Last) (First) (Middle)

Strategies for Success

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan University	Marion, IN	BS, Business Administration	9/1991-8/1994
International Business College	Fort Wayne, IN	AS, Business Administration	5/1998-4/1991
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, In	Instructor	05/2004-Present
International Business College	Fort Wayne, IN	Instructor	9/1191-8/1994
Hanson Aggregates	Fort Wayne, IN	Sales, Customer Relations	1987-2001

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Brown David W.
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Advanced Composition, Psychology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State University	Muncie, IN	ABD, EdD	1988-1999
Indiana University	Fort Wayne, IN	MS / Education Supervision	1986-1988
University of Maryland	College Park, MD	Business Administration	1977-1986
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor, Assistant Director of Education,	09/2006 - Present
TriState University	Angola, IN	Campus Director, Professor of Business	2001-2006
Magnetek	Fort Wayne, IN	Manager of Education & Training	1993-2001

INSTRUCTOR'S QUALIFICATION RECORD

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Thomson Education Direct	Scranton, PA	Diploma – Computer Graphic Artist	1999-2003
Indiana University / Purdue University	Fort Wayne, IN	BA- Interpersonal and Public Communication	1987-1995
Indiana University / Purdue University	Fort Wayne, IN	AAS- Nursing	1979-1983
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor	09/1999 - Present
International Business College	Fort Wayne, IN	Instructor	1995-1999
Lutheran Hospital	Fort Wayne, IN	Nursing- Health Education Public Speaker	1983-1996

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: **Hathaway** **Thomas** **H.**
 (Last) (First) (Middle)

NAME OF INSTITUTION: **Indiana Business College - Fort Wayne**

Specific Courses that You Teach in Program:

Introduction to Corrections, Introduction to Criminal Justice, Business Law, Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University / Purdue University Indianapolis	Indianapolis, IN	Criminal Justice / Political Science	1976-1980
Indiana University / Purdue University Fort Wayne	Fort Wayne, IN	Public Affairs, Public Finance	1981-1988
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Securitas	Fort Wayne, IN	Security Officer	2005-12/2006
Allen County Government	Fort Wayne, IN	Jail Commander	1977-2004
Concordia University	Fort Wayne, IN	Instructor	2000-2006
IVY Tech State College	Fort Wayne, IN	Instructor	1998-2004

INSTRUCTOR'S QUALIFICATION RECORD

NAME: Lewis Michael E.
 (Last) (First) (Middle)

Specific Courses that You Teach in Program:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Kent State University	Kent, OH	BS, Business Administration	1970-1974
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor	01/2003 - Present
HASS Door	Bryan, OH	Controller, GM	1989-1999
Michael Lewis CPA	Bryan, OH	Self Employed Consultant	1984-1989

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: Rathburn Christine A.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College — Fort Wayne

Specific Courses that You Teach in Program:

Customer Service, Strategies for Success

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Thomas M. Cooley Law School	Lansing, MI	Juris Doctorate	5/1999-1/2003
Indiana University	South Bend, IN	Bachelor General Studies	1994-1996
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor, Assistant Director of Education, Director of Education	09/2004 - Present
Michiana College	Fort Wayne, IN	Instructor	2002-2004
Rochester / Logansport Community Schools	Rochester, Logansport, IN	Substitute Teaching	1998-1999

INSTRUCTOR'S QUALIFICATION RECORD

NAME: Renz Sherri L.
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Computer & Office Automation, Principles of Business, Keyboarding II, Spreadsheet, Management

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Institute of Technology	Fort Wayne, IN	BS, Business Administration	1994-2002
Indiana Institute of Technology	Fort Wayne, IN	MBA	1998-2002
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor	04/2005 - Present
Specialty Entrance Technologies	Ossian , IN	Business Consultant	4/2004-Present
Michiana College	Fort Wayne, IN	Instructor	6/2002-8/2004

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: **Sattison** **Daniel** **M.**
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College — Fort Wayne

Specific Courses that You Teach in Program:

Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University	Fort Wayne, IN	BS- Education	1993-1997
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor, DOCS	10/2004-Present
Michiana College	Fort Wayne, IN	Instructor, Registrar	10/1999-8/2004
West Noble HS	Ligonier, IN	Teacher	9/1998-6/1999
Prairie Heights Middle School	LaGrange, IN	Teacher	09/1997-06/1998

INSTRUCTOR'S QUALIFICATION RECORD

[illegible]

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Fundamentals of Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Rose Hulman University of Kentucky	Terre Haute, IN Lexington, KY	BS-Math MA- Math	09/1999-05/2003 09/2003-04/2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
University of KY Construction GroundKeeper	Lexington, KY Terre Haute, IN Indianapolis, IN	Instructor Apprentice Landscaping	08/2003-05/2006 06/2002-08/2002 06/2001-08/2001

INDIANAPOLIS:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 9 Full-time: 7 Part-time: 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bray, Ernest	M.B.A.	13	0.5	1.5	X	
Brown, Paulette	M.S.	7	2.5	2		X
Farmer, Belinda	B.S.	12	2			X
Heavin, Diane	M.A.	21	21	6.5	X	
Plunkett, Anthony	M.S.	13	0.5	2	X	
Robinson, Alberta	M.S.	8	0.5		X	
Sears, Aaron	B.S.	8	1		X	
Temple, Diana	M.B.A.	17	7.5	2.0	X	
Whalen, Alan	M.B.A.	11	.5	4	X	

INSTRUCTOR'S QUALIFICATION RECORD

NAME:	Bray,	Ernest	L.
	(Last)	(First)	(Middle)

Specific Courses that You Teach in Program: Business Administration – Finance
CPU200 Computers and Office Automation; 212 Word Processing; CPU220 Spreadsheets

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Institute of Technology	Indianapolis, IN	Bachelor's in Business Administration	Completed -- May, 1999
Indiana Institute of Technology	Indianapolis, IN	Master's in Human Resource Management	Completed – May, 2003
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Kelly Services/ Chase Bank	Indianapolis, IN	Research to determine 2nd mortgage or Deed of Trust on-line	8/06 to 9/06
Kelly Services/CTB McGraw-Hill	Indianapolis, IN	Evaluator of ISTEP Tests	10/05 to 9/06
Oakland City University	Indianapolis, IN, campus location	Adjunct instructor	9/05 to 12/05
Ivy Tech State College	Indianapolis, IN	Adjunct instructor	1/04 to 5/05
U.S. Army	Fayetteville, NC	Cannon crew	1982 to 1986

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Brown,

Paulette

(Last)

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - *Indianapolis*

Specific Courses that You Teach in Program: Business Administration – Marketing
CSS100 Strategies; COM206 Communication II; COM105 Communication I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan	Indianapolis, IN	BS in Business	Completed 12/99
Indiana Wesleyan	Indianapolis, IN	MSM in Business	Completed 12/01
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
The Ford Group	Indianapolis, IN	Writer	7/00 to 6/03
Then Possibilities Network	Learning Consultant	Recruitment	5/02 to 10/02
Meredian Financial	Administrative Assistant	Receptionist	8/99 to 7/00

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

NAME: Farmer, Belinda Ann
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College — Indianapolis

Specific Courses that You Teach in Program: Business Administration - Marketing
BUS260 Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Oakland City University	Oakland City, IN	BS in Organizational Management	2002 to 2004
Indiana Business College	Columbus, IN	Office Systems Specialist	1997 to 1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Indianapolis, IN	Director of Career Services	8/06 to Present
Indiana Business College	Indianapolis, IN	Asst. Director of Career Services	12/04 to 8/06
Indiana Business College — Corporate Offices	Indianapolis, IN	Administrative Duties	4/99 to 12/04

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

NAME: Heavin, Diane M
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Business Administration - Marketing
KEY101 Keyboarding I; BUS230 Business Office Procedures

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of Indianapolis	Indianapolis, IN	Elementary Education BS	9/77 5/81
University of Indianapolis	Indianapolis, IN	Elementary Education MA	1/82 6/89
////////////////////	////////////////////	////////////////////	////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Teach Reading and Math	Greenwood, IN	Teaching	9/84 1/86
Substitute Teaching	Indianapolis and Greenwood	Teaching	9/81 4/85

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

NAME: **Plunkett** **Anthony**
 (Last) (First) (Middle)

NAME OF INSTITUTION: **Indiana Business College** — *Indianapolis*

Specific Courses that You Teach in Program: **Business Administration - Marketing**
BUS205 Economics; BUS202 Marketing; BUS203 Sales

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Phoenix	Las Vega, NV	Organizational Management	2001	2002
California State University	Bakersfield, CA	Economics	1990	1993
Antelope Valley College	Lancaster, CA	Business/General Education	1987	1990
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Utah Career College	Salt Lake City, UT	Teaching AAS level Business Courses	1997	1999
Utah Travel and Tourism Board	Salt Lake City, UT	Teaching Customer Service	1994	1999
PCC Inc. – Marketing Director	Tehachapi, CA	Publication design, marketing, and management	1988	1995
NOS Communications – Motivation Manager	Las Vegas, NV	Managed motivation department/opened overseas office	2001	2004
KBA Marketing –Field Manager	Salt Lake City, UT	Opened new market, accounts and managed venue contracts	1999	2001

INSTRUCTOR'S QUALIFICATION RECORD

NAME: Robinson,	Alberta	Elizabeth
(Last)	(First)	(Middle)

DATE _____

INSTRUCTOR'S QUALIFICATION RECORD

DATE _____

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

NAME: Temple Diana M
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Business Administration - Marketing
CSS100 Strategies; SPC101 Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan U.	Marion, IN	Business Administration MBA	1994 1996
Indiana Wesleyan U.	Marion, IN	Business BS	1988 1991
////////////////////////////////	////////////////////////////////	////////////////////////////////	////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
IPL	Indianapolis, IN	Customer Service	1981 1998

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

INSTRUCTOR'S QUALIFICATION RECORD

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University	Indianapolis, IN	BS in Criminal Justice and Sociology	1972 to 1976
University of Indianapolis	Indianapolis, IN	MBA	1983 to 1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Home Town America	El Mirage, AZ	Manager	5/00 to 5/04
Charter Hospital	Indianapolis, IN	Facility Manager	4/99 to 4/00
Floors Are Us	Indianapolis, IN	General Manager	11/95 to 3/99

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Busienss College - Lafayette

Accounting I , Accounting II, Corporate Accounting, Cost Accounting, Introduction to Finance,
Principles of Banking, Interpreting Financial Statements, Payroll/10-Key

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue University	Hammond, IN	Accounting	8/96	12/00
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Ivy Tech Community College	Gary, IN & Lafayette, IN	Teaching	8/03	8/06
Sawyer College	Merrillville, IN	Teaching	4/03	7/03
AGA Gas Inc	Lansing, IL	Accounting	1988	1995

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Dilley Catherine I
(Last) (First) (Middle)

Names of Courses Taught:

Business Law, Communication I, Communication II, Human Resource Law,
Presentation Skills, Principles of Business, Management

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue University	W. Lafayette, IN	Org. Communications	8/96	12/05
Western State University	Fullerton, CA	Law	8/82	5/88
Western State University	Fullerton, CA	Business Administration	8/12	5/88
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Dilley & assoc.		Attorney	11/90	12/01

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Lafayette

Advertising, Career Development, Marketing, Sales

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	Marketing	8/92	12/96
Purdue University	West Lafayette, IN		8/88	5/91
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Lafayette, IN	Instructor, placement	6/04	Present
Irvin Concrete Products	Lafayette, IN	Sales		
Hawkins Outdoor	Lafayette, IN	Sales	7/02	10/03
Journal and Courier	Lafayette, IN	Sales	1/97	9/00

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Lafayette

Business Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, IN	Secondary Math Education	8/99	8/03
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Crawfordsville Community Schools	Crawfordsville, IN	Math teacher	8/05	Present
Indianapolis Public Schools	Indianapolis, IN	Math Teacher	8/03	8/05

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Mohler	Richard	D
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Lafayette

Computers and Office Automation, Word Processing, Spreadsheets, Database

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Business College	Lafayette, IN	Microsoft Network Administraion	10/99	7/01
Ivy Tech State College	Lafayette, IN	Computer Information Systems	1/96	5/97
Purdue University	West Lafayette, IN	Restaurant, Hotel & Institutional Management	6/70	5/79
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Lafayette, IN	Instructor	1/98	Present
Ivy Tech State College	Lafayette, IN	Instructor	8/98	5/99
Sorrento's Restaurant	West Lafayette, IN	Management	4/91	495

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College — Lafayette

Business Office Procedures, Communication I, Communication II, Management,
Presentation Skills, Strategies for Success,

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue University	West Lafayette, IN	Management	8/87	5/03
Cotley College	Nevada, MO	Liberal Arts	8/85	5/87
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Lafayette, IN	Instructor	6/03	Present
Montessori School of Greater Lafayette	West Lafayette, IN	Marketing, office management, secretarial	9/95	4/04

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Lafayette

Business Office Procedures, Keyboarding I, Management, Communication II,
Principles of Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan	Marion, IN	Business Administration	7/05	Present
Northwood University	Midland, MI	Management	2/99	7/00
Indiana Business College	Lafayette, IN	Office Systems Management	9/95	12/96
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Purdue University	West Lafayette, IN	Financial aid processing	1/02	9/06
Purdue University	West Lafayette, IN	Secretarial support	8/97	1/02
Purdue University	West Lafayette, IN	Clerical	12/96	8/97

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Lafayette

Communication I, Communication II, Presentation Skills, Strategies for Success,

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
North Central College	Naperville, IL	Organizational Communication	8/89	6/92
Colleg of DuPage	Glen Ellyn, IL	Liberal Arts	9/88	3/90
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Lafayette, IN	Instructor	1/00	Present
International Business College	Ft. Wayne, IN	Instructor	5/96	5/99
Ace Hardware	Oak Brook, IL	Meeting coordinator	1/95	1/96
Ace Hardware	Oak Brook, IL	Billing	2/93	1/95

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Lafayette

.....

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana University	Indianapolis, IN	Business, Human Resource Management	1/89	6/97
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Lafayette, IN	Instructor	9/97	Present
R.R. Donnelley & Sons	Crawfordsville, IN	Billing & accounting	6/88	12/97
U.S. Army	Ft. Sam Houston, TX	Administration	8/85	5/88

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Wolpert	Tracey	A
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Lafayette

Accounting I, Accounting II, Corporate Accounting, Cost Accounting, Business Math,
Payroll/10-Key

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Saint Mary-of the Woods College	Sainrt Mary-of-the Woods, IN	Accounting	8/77	5/81
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Self Employed	Lafayette, IN	Tutoring math & accounting	8/01	Present
Lafayette School Corporation	Lafayette, IN	Teaching	11/00	5/01
St. Vincent New Hope	Indianapolis, IN	Financial operatins	1897	1989
St. Vincent Hospital	Indianapolis, IN	Auditing	1886	1987

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Ertel	Billie	F
	(Last)	(First)	(Middle)

Names of Courses Taught:

Key I & II, Comm I, II & III

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan University	Marion, IN	Masters in Education	1995	1996
Ball State University	Muncie, IN	Masters in Education	1985	1997
Ball State University	Muncie, IN	Masters in Education	1968	1999
Marion College	Marion, IN	Elementary Education	1964	1997
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Marion, Indiana	Instructor	1999	Present
Indiana Business College	Marion, Indiana	Director of Education	1997	1999
Indiana Business College	Marion, Indiana	Instructor	1986	1997
Marion Community Schools	Marion, Indiana	Substitute	1985	1986

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Marion

Communications I, II

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie	Music	1965	1971
Indiana Wesleyan	Marion	Music, English	1959	1963
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Marion Schools	Marion, IN	Teacher	8/98	Present
Indiana Business College	Marion	Instructor	1997	1998
Credit Bureau, Marion	Marion	Sales	1995	1998

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Marion

BUS 206 Career Development, Com105 Communications
CSS101 Customer Service, CSS100 Strategies , KEY 101 Keyboarding I,
SPC101 Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan University	Marion	Communications Bachelor of Science	9/1992	12/1995
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Chronicle-Tribune/Gannett Newspapers	Marion, IN	Advertising Sales	05/05	9/06
Indiana Business College	Marion, IN	Senior Admissions Representative (Sales)	04/03	9/04
Indiana Business College	Marion, IN	Director of Career Services	7/02	04/03
East Central Opportunities	Muncie, IN	Employer Services Representative	3/00	7/02

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Lindberg	Jeffrey	W
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Marion

Management, Sales, Psychology, Marketing

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ferris State University	Big Rapids, MI	BS Marketing/Management	1976	1978
Central Michigan University	Mt Pleasant, MI	MBA Marketing	1978	1980
Central Michigan University	Mt Pleasant, MI	MS Candidate, Psy D Prog	1981	1983
Indianapolis Gestalt Inst	Indianapolis, IN	3 Yr Advanced Training	1993	1996
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
EDS Leadership Development	Southfield, MI	Trainer/Needs Analysis	1985	1987
Private Practice	Carmel, IN	Therapist	1993	1999
Anthem, Inc.	Indianapolis, IN	Mgr, Y2K and CASE projects	1993	1998
Conseco, Inc	Indianapolis, IN	AVP, Health/Life	1999	2000

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Marion

Medical Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie	Secondary Edu-Math	1-93	5-99
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Oak Hill Community School	Converse, Indiana	8 th Grade Math	8-04	5-05
Marion Community Schools	Marion, Indiana	7 th Grade, High School Math	8/99	5/04

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Marion

Income Tax, Accounting II, Payroll, Accounting I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
IU Kelley School of Business	Indianapolis, IN	Business Admin.	08/95	05/99
Ivy Tech	Anderson, IN	Accounting	08/01	05/02
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Ivy Tech	Anderson, IN	Accounting Tutoring	01/2002	05/2002

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Scher	Kelly	Anne
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College — Marion

Management, Marketing, Sales, Accounting I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana University	Kokomo, IN	MBA	8/2003	05/2005
Purdue University	West Lafayette, IN	BS	8/1992	5/1996
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Sysco Food Services	Indianapolis, IN	Food Sales & Marketing	2/2005	Current
Hormel Health Labs	Austin, MN	Nutritional Products Sales and Marketing	7/2002	2/2005
Hormel Foods International	Austin, MN	Foodservice Sales & Marketing	4/2000	7/2002
Hormel Foods International	Austin, MN	Food Marketing & Product Development	11/1999	4/2000

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Continuing Education	Vincennes	license renewal	various	summers
	Indiana Wesleyan	license renewal	various	summers
Indiana State University	Terre Haute	B.S. English Teaching	1983	1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Marion High School	Marion, IN	classroom instruction	1999	current
Grant Co. Sheriff's Dept.	Marion, IN	classroom instruction	1997	1998
Substituting	Various Locations	classroom instruction	1996	1997
Bishop Chatart	Indianapolis	classroom instruction	1995	1996

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include** all required documentation **pertaining** to the qualifications of each instructor.

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Chapman	Amber	Dawn
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Muncie

Business Math, Fundamentals of Math, Math for Medical Professionals

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
IU East	Richmond, IN	Nursing	1995	1999
Ball State Univ	Muncie, IN	Education	1999	2005
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Muncie Comm Schools	Muncie, IN	Teaching	2005	2006
Delaware Comm Schools	Muncie, IN	Teaching	2005	2006
Assoc. in Women's Health	Muncie, IN	Medical Admin	1994	2006

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form. (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Gerber, Cynthia F.

INDIANA BUSINESS COLLEGE

- Muncie

Name (Last, First, Middle)

Name of Institution at which you teach

Software Integration, Computers and Office Automation, Word Processing, Business Office Procedures, Sales

Source of Training/Education	Location	Area or Subject of Training/Education	Period of attendance	
			FROM	TO
Ball State University	Muncie IN	B.S. Management	Sep 80	May-85
Ball State University	Muncie, IN	B.S. Legal Administration	Aug-87	Aug-88
Ball State University	Muncie, IN	M.A. Adult Education	Sep-92	Jul-98

Applicable Experience	Location	Exact Nature of Experience	Employment	
			FROM	TO
Indiana Business College	Muncie, IN	Business Instructor	Feb-90	Present
Indiana Business College	Muncie IN	Business Instructor	Jan-89	Dec-89
Noble Romans	Anderson IN	Store Manager	Mar-86	Mar-87

I certify that the above information is correct to the best of my knowledge.

Cynthia F. Gerber
Signature of Instructor

May 21, 2004
Date

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Muncie

LEG 101 ~ Business Law
BUS 203 ~ Sales
BUS 202 ~ Marketing
MGT 200 ~ Management
BUS 210 ~ Advertising
BUS 205 ~ Economics
BUS 100 ~ Principles of Business
CSS 101 ~ Customer Service

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ivy Tech Comm. College	Muncie, IN	Assoc. Bus. Admin.	2000	2003
Indiana Wesleyan	Marion, IN	B.S. Management/ MBA	2002	2006
				2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Muncie, IN	Adjunct Instructor	6/2006	Current

INSTRUCTOR'S QUALIFICATION RECORD

NAME:	McClellan	Amanda	Leigh
	(Last)	(First)	(Middle)
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Specific Courses that You Teach in Program: Communication I, Communication II and Communication 090

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Univ. of Southern Mississippi	Hattiesburg, MS	Secondary Ed/Degree in English BA	1995 – 1998
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Riverside Academy	Reserve, LA	High School Teacher	1999 – 2001
Southeast College of Technology	Tech Metairie, LA	General Ed Instru.	2001 – 2002
Delta College	Slidell, LA	Technology Instru.	2005 – 2005

Amanda McChellars

April 24, 2006

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Parsons	Timothy	Ira
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Muncie

Principles of Business, Management, Economics, Business Law

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State Univ	Muncie, IN	General Management	1995	2003
Ball State Univ	Muncie, IN	MBA	2005	Present
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Adjunct Faculty	IBC -- Muncie	Teaching	Jan 2004	April 2004
Adjunct Faculty	Ivy Tech -- Muncie	Teaching	Sept 2004	Dec 2004
General Manager	FedEx Kinko's	Management/Business	2003	2006

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Pugh
(Last)

Jennifer
(First)

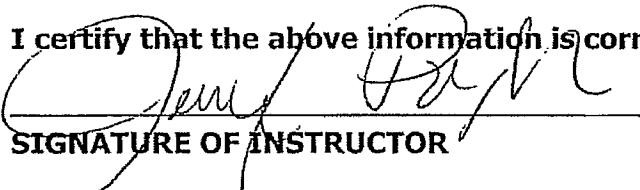
Ann
(Middle)

NAME OF INSTITUTION: Indiana Business College — Muncie

Specific Courses that You Teach in Program: Career Development BUS 260

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State University	Muncie, Indiana	B.S. Communications	08/90 – 5/94
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Muncie, In	Speech and Communication	01/04 - present

I certify that the above information is correct to the best of my knowledge.


SIGNATURE OF INSTRUCTOR

1/04
DATE

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	English Literature/Journalism	8/2002	5/2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Tutoring/Teaching	Ball State University	Tutoring & Teaching class	9/2002	5/2006

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Roach

Diana

F.

NAME OF INSTITUTION: Indiana Business College — Muncie

Specific Courses that You Teach in Program: Presentation Skills, Comm. II, Management, Economics, Principles of Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan University	Marion, IN	BS	1996-1998
Ivy Tech.	Muncie, IN	Secretarial Admin.	1979-1982
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Ball Memorial Hospital	Muncie, IN	Administrative Assistant	1986-2000
Ball Corporation	Muncie, IN	Administrative Assistant	2000-2002
Cardinal Greenway	Muncie, IN	Director of Administration	2001-2003

I certify that the above information is correct to the best of my knowledge.

Diana Roach
SIGNATURE OF INSTRUCTOR

1/5/04
DATE

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Summers	Holly	Anne
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College — Muncie

	ACC 101 - Accounting I
	KEY 101 - Keyboarding I
	KEY 102 - Keyboarding II

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	HR Management	2001	2003
Ball State University	Muncie, IN	Business Admin.	2003	2004
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Cintas	Muncie, IN	Office Management	2004	2006
Ball State	Muncie, IN	Grading, Proctoring, Class prep	2003	2004

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Muncie

IT 101~ Computer Essentials	CPU 200~ Computers and Office Automation
MAT 102 ~ Math Fundamentals	CPU 212~ Word Processing
MAT 110~ Math for Medical Professionals	CPU 220~ Spreadsheets
KEY 101~ Keyboarding I	KEY 102~ Keyboarding II
KEY 201~ Keyboarding III	CSS 101~ Customer Service
COM 204~ Communications II	IT 102~ Office Automation with Computers
SPC 101~ Presentation Skills	

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie	B.S. Education	1989	1994
Ball State University	Muncie	M.A.E. Education	1994	1998
Indiana Business College	Muncie	A.A Human Resources	2006	current
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Muncie, IN	Business/Math Instructor	1/2006	current
Knox Co. Schools	Knoxville, TN	Elementary/Jr. Math Teacher	2001	2005
South College	Knoxville, TN	Computer/Math Instructor	1999	2000
Indiana Business College	Marion, IN	Computer/Math Instructor	1998	1999

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	French Major English Minor B. A. earned	8/1978	5/1982
Ball State University	Muncie, IN	English Major French Minor M.A. earned	11/1982	7/1984
University of Indianapolis	Indianapolis, IN	Mentor's Endorsement	11/2002	4/2003
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
High School English & French Teacher	Parker City, IN	Teaching	1983	Current

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form. (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

WRIGHT J.E. INDIANA BUSINESS COLLEGE — Muncie
 Name (Last, First, Middle) Name of Institution at which you teach

Proprietorship Accounting, Partnership Accounting, Payroll and Income Tax, Corporation Accounting, Cost Accounting, Intermediate I & II,

Auditing, Fed Tax I & II, Management, Economics, Customer Service

Specific Subjects you teach

Source of Training/Education	Location	Area or Subject of Training/Education	Period of attendance FROM TO
Ball State University	Muncie, IN	M.B.A. Business Admn	Sep-88 May-91
Indiana University	Richmond, IN	B.A. General Studies Business	1984 1988
Tennessee Tech University	Cookville, TN	Business	1962 1966
CPA License	Indianapolis, IN	CPA test, Additional continuing education of 120 hours per 3 yrs	1991 Present
	Fort Wayne, IN		
Applicable Experience	Location	Exact Nature of Experience	Employment FROM TO
Indiana Business College	Muncie, IN	Accounting Instructor	Jan-91 Present
Ball State University	Muncie, IN	Grad Assistant/ Classroom Duties	Aug-90 Dec-90
Frisches Restaurant	Anderson, IN	Management/Supervisor	Jun-89 Jan-90
Big Wheel Restaurant	Muncie, IN	Manager	Aug-78 Jan-89
Marhoefer Packing	Muncie, IN	Cost Accounting	Feb-66 Apr-70

I certify that the above information is correct to the best of my knowledge.

Signature of Instructor

Date

NORTHWEST:**IV. FACULTY:** Attach completed Instructor's Qualification Record for each instructor.**** Include all required documentation pertaining to the qualifications of each instructor.**Total # of Faculty in the Program: 7 Full-time: 7 Part-time: Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Ballard, Greg	Bachelor	28	1	0	1	
Blackwell, Greg	Masters	30	2 months	30	1	
Coulter, Claudia	Masters	12	7	5	1	
Hubbard, Destry	Bachelor	1	2	0	1	
Leonard, Elaine	Associates	11	3	11	1	
Siemen, Diane	Bachelors	7	6	7	1	
Tegarden, Diana	Masters	18	5	13	1	

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Ballard Greg A
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College — Northwest

Names of Courses Taught:		
BUS205: Economic	Indiana Business College	current
CSS101: Customer Service	Indiana Business College	current

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana University	Bloomington, In	Economics - BA	1972	1978
Marine Corp University	Quantico, Va	Military Science	1996	1997
Syarcuse University	Syracuse, NY	International Relations	1986	1987
Marine Corp University	Quantico, Va	Operational Analysis	1997	1998
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
US Marine Corp Various jobs	Various	Logistics and acquisition	1978	2001
Bayer diagnostics distribution/operations	Indianapolis, In	Customer service, financial analysis, mgt	2001	2003
Golden Lion transportation	Indianapolis, In	Management, finanaicial	2003	2005
Author/speaker	Indianapolis, In	Leadership training, authored book	2005	pres

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College, Northwest Campus

MAT105 Business Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Master- Secondary Education	Butler University		5/1978	1975-1978
Bachelors- Business Education	Butler University		5/1975	1971-1975
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Business/Accounting Teacher	Carmel Clay High School		1977	2003

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Northwest

Strategies for Success
Career Development
Communication I
Communication II
Keyboarding II
Keyboarding III
Bachelor degree classes in the following: Psychology, HR Management, Business Ethics

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Vincennes University	Vincennes, IN	A.S. Liberal Arts	1969	1971
St. Marys-of-the-Woods College	Terre Haute, IN	B.A. Sec. Education	1972	1974
Indiana State University	Terre Haute, IN	M.S. HR Development	2001	2002
Indiana State University	Terre Haute, IN	Student Adm. (classes only)	2002	2002
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Director of Career Services	1995	2001
Ivy Tech Comm. College	Terre Haute, IN	Director of Career & Employment Services	2001	2003
Northwood University	Indianapolis, IN	Program Center Manager	2003	2006
Indiana Business College	Indianapolis, IN	Director of Career Services	2006	Present

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Hubbard	Destry	Louise
	(Last)	(First)	(Middle)

Names of Courses Taught:

CSS100 - Strategies for Success

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	Education	8/1999	7/2004
The Pacific Institute	Indianapolis, IN	Investment in Excellence	7/2006	7/2006
Institutional Application Training for CSS100	Indianapolis, IN	Strategies for Success	9/2006	9/2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Assistant Director of Education	Indiana Business College	Management, leadership, classroom observations	11/2005	present

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College — Northwest

CPU200: Computer and Office Automation	Indiana Business College	Current
CPU212: Word Processing	Indiana Business College	Current
CPU200: Spreadsheets	Indiana Business College	Current
CPU230: Database	Indiana Business College	Current
CSS101: Customer Service	Indiana Business College	Current
MED106: Psychology	Indiana Business College	Current

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
SVSU	Saginaw, Mi	Psychology	8/1995	8/1999
Indiana University	Bloomington	IST	8/06	Present
Microsoft	Redmond, Wa	Techology MS Office	2/02	
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
New Horizons	Carmel, In	Instructor	3/01	9/01
Gateway	Indianapolis, In	Trainer	2/00	3/01
Eli Lilly/CTG	Indianapolis, IN	Contract Trainer	9/01	1/02
Northwood University	Midland Mi	Faculty	9/99	4/00

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College-Northwest

COM 105 - Communication I
COM 206 - Communication II
KEY 101 - Keyboarding I
MED 101 - Medical Terminology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Kansas State University	Manhattan, Kansas	Bachelor of Science	1977	1979
Bowling Green State University	Bowling Green, Ohio	Master of Education	1981	1984
Wilson College	Indianapolis, Indiana	Court Reporting	1996	1998
Medical Billing/Coding	online course-California	Medical Billing/Coding	2002	2002
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Oberlin City Schools	Oberlin, Ohio	business ed instructor	1979	1990
Lorain County JVS	Oberlin, Ohio	adult ed instructor - nights	1979	1981
Medical Transcription	Indianapolis, IN	medical typing	1998	present

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Terre Haute

ACC101, Accounting I; ACC102, Accounting II; ACC105, Payroll/10 Key; ACC107, Income Tax;
ACC115, Computerized Accounting; ACC201, Accounting III; ACC202, Cost Accounting;
ACC240, Intermediate Accounting I; ACC250, Intermediate Accounting II, MAT105, Business
Math; BUS205, Economics;

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan University	Marion, IN	Business	2004	2006
Indiana State University	Terre Haute, IN	Accounting	1982	1986
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Instructor	2002	Present
Terre Haute Heart Center	Terre Haute, IN	Collections Supervisor	1988	2002

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Terre Haute

KEY101, Keyboarding I; KEY102, Keyboarding II; KEY 201, Keyboarding III; KEY 202, Machine Transcription; COM102, Communication I; COM103, Communication II; COM204, Communication III; SPC101, Presentation Skills; and BUS230, Business Office Procedures.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, IN	Masters in Bus. Education	1970	1972
Indiana State University	Terre Haute, IN	Bachelor in Bus. Education	1966	1970
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Instruction	1991	Present
North Vermillion School Corp.	Cayuga, IN	Teacher	1973	1974
Greater Consolidated Jasper Schools	Jasper, IN	Teacher	1970	1972

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College – Terre Haute

CPU200, Computer and Office Automation; CPU212, Word Processing; CPU220, Spreadsheet; CPU230, Database; CPU250, Software Integration; KEY101, Keyboarding I, KEY102, Keyboarding II, KEY201, Keyboarding III; KEY202, Machine Transcription; and KEY203, Medical Machine Transcription

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, IN	Elem. Education	1994	1999
Purdue University	W. Lafayette, IN	Elem. Education	1988	1993
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Instruction	2001	Present
Anderson's Medical Products	Terre Haute, IN	Collections	1997	2002
Vigo County School Corporation	Terre Haute, IN	Remediation Teacher	2001	2001
St. Patrick School	Terre Haute, IN	Middle School Teacher	1997	2000

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College – Evansville, Indianapolis, Muncie, & Terre Haute

Name of Program Accounting

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4732 Application Type

Date the Form was Prepared April 24, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Accounting Bachelor of Science degree program provides students with an understanding of theory and application related to an accounting environment, including training in the areas of performance analysis, budgeting, managing controls, taxation, and auditing. The Bachelor of Science degree in Accounting prepares professionals for jobs in private businesses, government or nonprofit agencies, and public accounting firms.

The program has been developed as a completion program for students who have graduated from an accredited associate degree program in Accounting, or a related area, or who have earned college credit equivalent to such a degree. Additional coursework may be required in order to meet the prerequisite requirements of the courses included in the Accounting program.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Accounting

TOTAL COURSE HOURS: 103 Check one: **Quarter Hours** ☒

Semester Hours ☐Clock Hours ☐

LENGTH OF PROGRAM: **18 Months** TUITION: **\$18,660**

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
ACC302	MANAGERIAL COST ACCOUNTING	5
ACC315	ADVANCED INCOME TAX	5
ACC340	INTERMEDIATE ACCOUNTING I	5
ACC350	INTERMEDIATE ACCOUNTING II	5
ACC425	ADVANCED AUDITING	5
FIN350	FINANCE FOR MANAGERS	5
INT465	ACCOUNTING PRACTICUM	3
MGT300	BUSINESS ETHICS	5
MGT310	TECHNOLOGY FOR MANAGERS	5
MGT325	ORGANIZATIONAL BEHAVIOR	5
MGT410	MANAGEMENT IN A GLOBAL ENVIRONMENT	5
	ELECTIVE	5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS310	MICRO ECONOMICS	5
COM315	ADVANCED COMPOSITION	5
CSS300	CRITICAL THINKING AND PROBLEM SOLVING	5
HUM305	INTRODUCTION TO HUMANITIES	5
MAT301	COLLEGE ALGEBRA	5
MAT365	STATISTICS	5
SCI305	ENVIRONMENTAL SCIENCE	5
SCI310	PRINCIPLES OF NUTRITION	5
SOC101	INTRODUCTION TO SOCIOLOGY	5

Number of Credit/Clock Hrs. in Specialty: 58 / Percentage: 56%
Number of Credit/Clock Hrs. in General Courses: 45 / Percentage: 44%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

4601 Theater Drive

Evansville, IN 47715

8 am - 10 pm Monday - Thursday; 8 am - 4 pm Friday

One full-time librarian; one part-time work study

2. Number of volumes of professional material:

437 books/video material

Over 382 periodicals

3. Number of professional periodicals subscribed to:

8 Professional periodicals

4. Other library facilities in close geographical proximity for student access:

Evansville Vanderburgh Public Library

Oaklyn Branch

3001 Oaklyn Drive

Evansville, IN 47711

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

EVANSVILLE:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 5 Full-time: 2 Part-time: 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Carpenter John C.
(Last) (First) (Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Southwest Baptist University	Bolivar, MO	BS Computer Science	8/1992	5/1997
University of Phoenix Online	Online	MS Information Systems Management	8/2004	Present
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
BancTec Financial Systems	Springfield, MO	Programmer	5/1998	9/1999

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Malana Bonifacio D
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Evansville

Management;

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ohio Institute of Technology	Columbus, OH	BS in Electronics Engineering Technology	1/77	3/81
Ashland University	Ashland, OH	MBA	3/84	5/86
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Whirlpool Corp	Various	Engineering, marketing, ops, purchasing, mgt.	3/81	10/99
Wolf appliance Co.	Madison, WI	Supply chain mgt.	10/99	3/03
ASA Consulting	Evansville, IN	Operations consulting	3/03	8/06
Miller Planting	Evansville, IN	Supply chain mgt.	8/06	present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Riley Patrick Michael
(Last) (First) (Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Southern Indiana	Evansville, IN	BS Accounting	1970	1973
University of Evansville	Evansville, IN	MBA Business	1976	1980
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Arkla Industries	Evansville, IN	Budget Manager	1973	1978
Peabody Coal Company	Evansville, IN	Accounting Manager	1978	1995

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Smith Gerald E.
(Last) (First) (Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Bellarmino University	Louisville, KY	MBA Management	5/82	5/86
St. Bonaventure University	St. Bonaventure, NY	BA Liberal Arts	9/62	6/66
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Champion Lab. Sales Mgt.	Albion, IL	Managed acct. base	2001	2004
Champion lab	Albion, IL	Dev. Bus. Plan	1997	2001
Premier Autoware	Louisville, Ky	Salesman	1996	1997

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Stocking Jimmie E.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Evansville

Introduction to Sociology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Murry State University	Murry, Kentucky	Rank I Education	1978	1979
Western Kentucky Univer.	Bowling Green, Kentucky	Masters of Arts-Counseling	1977	1978
Western Kentucky Univer.	Bowling Green, Kentucky	BS Political Science	1972	1976
Henderson Comm. Coll.	Henderson, Kentucky	AS	1970	1972
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Junior High Teacher	Henderson Co. School	Henderson, Kentucky	1976	2003
	System			
Americorps	Henderson, Kentucky	Worker assist senior citizens	2001	Present

INDIANAPOLIS:**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.****** Include all required documentation pertaining to the qualifications of each instructor.**Total # of Faculty in the Program: 9 Full-time: 7 Part-time: 2Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bray, Ernest	M.B.A.	13	0.5	1.5	X	
Brown, Paulette	M.S.	7	2.5	2		X
Farmer, Belinda	B.S.	12	2			X
Heavin, Diane	M.A.	21	21	6.5	X	
Plunkett, Anthony	M.S.	13	0.5	2	X	
Robinson, Alberta	M.S.	8	0.5		X	
Sears, Aaron	B.S.	8	1		X	
Temple, Diana	M.B.A.	17	7.5	2.0	X	
Whalen, Alan	M.B.A.	11	.5	4	X	

INSTRUCTOR'S QUALIFICATION RECORD

NAME:	Bray,	Ernest	L.
	(Last)	(First)	(Middle)

Specific Courses that You Teach in Program: Business Administration – Finance
CPU200 Computers and Office Automation; 212 Word Processing; CPU220 Spreadsheets

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Institute of Technology	Indianapolis, IN	Bachelor's in Business Administration	Completed -- May, 1999
Indiana Institute of Technology	Indianapolis, IN	Master's in Human Resource Management	Completed -- May, 2003
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Kelly Services/ Chase Bank	Indianapolis, IN	Research to determine 2 nd mortgage or Deed of Trust on-line	8/06 to 9/06
Kelly Services/CTB McGraw-Hill	Indianapolis, IN	Evaluator of ISTEP Tests	10/05 to 9/06
Oakland City University	Indianapolis, IN, campus location	Adjunct instructor	9/05 to 12/05
Ivy Tech State College	Indianapolis, IN	Adjunct instructor	1/04 to 5/05
U.S. Army	Fayetteville, NC	Cannon crew	1982 to 1986

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

NAME: Brown, Paulette
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - *Indianapolis*

Specific Courses that You Teach in Program: Business Administration – Marketing
 CSS100 Strategies; COM206 Communication II: COM105 Communication I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan	Indianapolis, IN	BS in Business	Completed 12/99
Indiana Wesleyan	Indianapolis, IN	MSM in Business	Completed 12/01
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
The Ford Group	Indianapolis, IN	Writer	7/00 to 6/03
Then Possibilities Network	Learning Consultant	Recruitment	5/02 to 10/02
Meredian Financial	Administrative Assistant	Receptionist	8/99 to 7/00

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: Farmer, Belinda Ann
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College — Indianapolis

Specific Courses that You Teach in Program: Business Administration - Marketing
BUS260 Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Oakland City University	Oakland City, IN	BS in Organizational Management	2002 to 2004
Indiana Business College	Columbus, IN	Office Systems Specialist	1997 to 1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Indianapolis, IN	Director of Career Services	8/06 to Present
Indiana Business College	Indianapolis, IN	Asst. Director of Career Services	12/04 to 8/06
Indiana Business College — Corporate Offices	Indianapolis, IN	Administrative Duties	4/99 to 12/04

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

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NAME: Heavin, Diane M
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Business Administration - Marketing
KEY101 Keyboarding I; BUS230 Business Office Procedures

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of Indianapolis	Indianapolis, IN	Elementary Education BS	9/77 5/81
University of Indianapolis	Indianapolis, IN	Elementary Education MA	1/82 6/89
////////////////////	////////////////////	////////////////////	////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Teach Reading and Math	Greenwood, IN	Teaching	9/84 1/86
Substitute Teaching	Indianapolis and Greenwood	Teaching	9/81 4/85

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: **Plunkett** **Anthony** (Middle)
 (Last) (First)

NAME OF INSTITUTION: Indiana Business College — Indianapolis

Specific Courses that You Teach in Program: Business Administration - Marketing
 BUS205 Economics; BUS202 Marketing; BUS203 Sales

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:	
University of Phoenix	Las Vega, NV	Organizational Management	2001	2002
California State University	Bakersfield, CA	Economics	1990	1993
Antelope Valley College	Lancaster, CA	Business/General Education	1987	1990
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Utah Career College	Salt Lake City, UT	Teaching AAS level Business Courses	1997	1999
Utah Travel and Tourism Board	Salt Lake City, UT	Teaching Customer Service	1994	1999
PCC Inc. – Marketing Director	Tehachapi, CA	Publication design, marketing, and management	1988	1995
NOS Communications – Motivation Manager	Las Vegas, NV	Managed motivation department/opened overseas office	2001	2004
KBA Marketing –Field Manager	Salt Lake City, UT	Opened new market, accounts and managed venue contracts	1999	2001

INSTRUCTOR'S QUALIFICATION RECORD

NAME: Robinson,	Alberta	Elizabeth
(Last)	(First)	(Middle)

Specific Courses that You Teach in Program: Business Administration – Marketing
ACC101 Accounting I; ACC102 Accounting II; ACC202 Cost Accounting

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of St. Francis	Fort Wayne, IN	Accounting	8/92 to 5/96
Indiana Wesleyan	Marion, IN	Management	2/03 to 12/05
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Ten Adams Advertising	Indianapolis, IN	Payroll, daily accounts, delinquent accounts (providing solutions)	1997 to 1999
Intelenet Commission	Indianapolis, IN	Manager over staff accountants	1999 to 2005
Balkamp	Indianapolis, IN	Staff Accountant	2005 to 2006

SIGNATURE OF INSTRUCTOR

DATE _____

INSTRUCTOR'S QUALIFICATION RECORD

NAME: **Sears** **Aaron**

 (Last) (First) (Middle)

LEG101 Business Law

I certify that the above information is correct to the best of my knowledge.

DATE _____

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Temple Diana M
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Business Administration - Marketing
CSS100 Strategies; SPC101 Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan U.	Marion, IN	Business Administration MBA	1994 1996
Indiana Wesleyan U.	Marion, IN	Business BS	1988 1991
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
IPL	Indianapolis, IN	Customer Service	1981 1998

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Whalen, (Last) E. (First) Alan (Middle)

NAME OF INSTITUTION: Indiana Business College — Indianapolis

Specific Courses that You Teach in Program: Business Administration — Marketing
ACC101 Accounting I; ACC102 Accounting II; FIN200 Introduction to Finance; MAT105 Business Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University	Indianapolis, IN	BS in Criminal Justice and Sociology	1972 to 1976
University of Indianapolis	Indianapolis, IN	MBA	1983 to 1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Home Town America	El Mirage, AZ	Manager	5/00 to 5/04
Charter Hospital	Indianapolis, IN	Facility Manager	4/99 to 4/00
Floors Are Us	Indianapolis, IN	General Manager	11/95 to 3/99

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Ertel	Billie	F
	(Last)	(First)	(Middle)

Names of Courses Taught:

[illegible]

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan University	Marion, IN	Masters in Education	1995	1996
Ball State University	Muncie, IN	Masters in Education	1985	1997
Ball State University	Muncie, IN	Masters in Education	1968	1999
Marion College	Marion, IN	Elementary Education	1964	1997
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Marion, Indiana	Instructor	1999	Present
Indiana Business College	Marion, Indiana	Director of Education	1997	1999
Indiana Business College	Marion, Indiana	Instructor	1986	1997
Marion Community Schools	Marion, Indiana	Substitute	1985	1986

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Kenworth	Chuck	L
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Marion

Communications I, II

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie	Music	1965	1971
Indiana Wesleyan	Marion	Music, English	1959	1963
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Marion Schools	Marion, IN	Teacher	8/98	Present
Indiana Business College	Marion	Instructor	1997	1998
Credit Bureau, Marion	Marion	Sales	1995	1998

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Knlb Holly Colleen
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Marion

Names of Courses Taught:

BUS 206 Career Development, Com105 Communications

CSS101 Customer Service, CSS100 Strategies, KEY 101 Keyboarding I,

SPC101 Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan University	Marion	Communications Bachelor of Science	9/1992	12/1995
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Chronicle-Tribune/ Gannett Newspapers	Marion, IN	Advertising Sales	05/05	9/06
Indiana Business College	Marion, IN	Senior Admissions Representative (Sales)	04/03	9/04
Indiana Business College	Marion, IN	Director of Career Services	7/02	04/03
East Central Opportunities	Muncie, IN	Employer Services Representative	3/00	7/02

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Marion

Management, Sales, Psychology, Marketing

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ferris State University	Big Rapids, MI	BS Marketing/Management	1976	1978
Central Michigan University	Mt Pleasant, MI	MBA Marketing	1978	1980
Central Michigan University	Mt Pleasant, MI	MS Candidate, Psy D Prog	1981	1983
Indianapolis Gestalt Inst	Indianapolis, IN	3 Yr Advanced Training	1993	1996
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
EDS Leadership Development	Southfield, MI	Trainer/Needs Analysis	1985	1987
Private Practice	Carmel, IN	Therapist	1993	1999
Anthem, Inc.	Indianapolis, IN	Mgr, Y2K and CASE projects	1993	1998
Conseco, Inc	Indianapolis, IN	AVP, Health/Life	1999	2000

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Miller Deonna Mae
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Marion

Names of Courses Taught:

Medical Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie	Secondary Edu-Math	1-93	5-99
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Oak Hill Community School	Converse, Indiana	8 th Grade Math	8-04	5-05
Marion Community Schools	Marion, Indiana	7 th Grade, High School Math	8/99	5/04

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College - Marion

Income Tax, Accounting II, Payroll, Accounting I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
IU Kelley School of Business	Indianapolis, IN	Business Admin.	08/95	05/99
Ivy Tech	Anderson, IN	Accounting	08/01	05/02
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Ivy Tech	Anderson, IN	Accounting Tutoring	01/2002	05/2002

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Taylor Betty Sharon
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Marion

Names of Courses Taught:

Comm I & II, Business Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie Indiana	MA-Mathematics	1995	1998
Taylor University	Upland, Indiana	BS-Mathematics	1968	1972
Indiana Business College	Marion, Indiana	Microsoft Office 2003-Master	2005	
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Marion, Indiana	Instructor	1999	Present
St. Paul School	Marion, Indiana	Math Teacher	1998	1999
Indiana Business College	Marion, Indiana	Instructor	1995	1998
St. Paul/Bennett School	Marion, Indiana	Math Teacher	1990	1993

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Vermillion Marsha Renee
(Last) (First) (Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Continuing Education	Vincennes	license renewal	various	summers
	Indiana Wesleyan	license renewal	various	summers
Indiana State University	Terre Haute	B.S. English Teaching	1983	1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Marion High School	Marion, IN	classroom instruction	1999	current
Grant Co. Sheriff's Dept.	Marion, IN	classroom instruction	1997	1998
Substituting	Various Locations	classroom instruction	1996	1997
Bishop Chatart	Indianapolis	classroom instruction	1995	1996

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Vermillion Ron L
(Last) (First) (Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Bali State University	Indiana	Business Ed	8/87	12/92
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Marion Schools	Marion, IN	Teacher	8/2001	Present
Wabash Schools	Wabash, IN	Teacher	8/1996	8/2001
Chatard High School	Indianapolis, IN	Teacher	8/1994	9/1996
Indiana Business College	Marion, IN	Instructor	6/1993	9/1994

**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Bottomley Sara Germain
(Last) (First) (Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan University	Marion, IN	Business	2004	2006
Indiana State University	Terre Haute, IN	Accounting	1982	1986
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Instructor	2002	Present
Terre Haute Heart Center	Terre Haute, IN	Collections Supervisor	1988	2002

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Coleman (Last)	Rebecca (First)	Ann (Middle)
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NAME OF INSTITUTION: Indiana Business College - Terre Haute

KEY101, Keyboarding I; KEY102, Keyboarding II; KEY 201, Keyboarding III; KEY 202, Machine Transcription; COM102, Communication I; COM103, Communication II; COM204, Communication III; SPC101, Presentation Skills; and BUS230, Business Office Procedures.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, IN	Masters in Bus. Education	1970	1972
Indiana State University	Terre Haute, IN	Bachelor in Bus. Education	1966	1970
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Instruction	1991	Present
North Vermillion School Corp.	Cayuga, IN	Teacher	1973	1974
Greater Consolidated Jasper Schools	Jasper, IN	Teacher	1970	1972

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Myers (Last)	Margaret (First)	Edith (Middle)
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Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, IN	Business	2001	2004
Vincennes University	Vincennes, IN	Paralegal	1998	1999
Oakland City University	Oakland City, IN	Social Studies/Edu	1994	1998
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Instruction	2006	Present
Signal Capital Management	Terre Haute, IN	Portfolio Management	2000	Present
Indiana State University	Terre Haute, IN	Instruction	2004	Present
Fine and Hatfield	Vincennes, IN	Legal document prep	2000	2002

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	McGuire (Last)	Karen (First)	Sue (Middle)
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Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan University	Marion, IN	Business	1993	1994
St. Mary-of-the-Woods College	St. Mary-of-the-Woods, IN	Business	1986	1992
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Computer Instruction	1993	Present
St. Mary-of-the-Woods College	Terre Haute, IN	Director of Computer Info.	1984	1993
Indiana State University	Terre Haute, IN	Payroll Coordinator	1976	1984

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Watson (Last)	Theresa (First)	Sue (Middle)
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NAME OF INSTITUTION: Indiana Business College – Terre Haute

CPU200, Computer and Office Automation; CPU212, Word Processing; CPU220, Spreadsheet; CPU230, Database; CPU250, Software Integration; KEY101, Keyboarding I, KEY102, Keyboarding II, KEY201, Keyboarding III; KEY202, Machine Transcription; and KEY203, Medical Machine Transcription

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, IN	Elem. Education	1994	1999
Purdue University	W. Lafayette, IN	Elem. Education	1988	1993
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Instruction	2001	Present
Anderson's Medical Products	Terre Haute, IN	Collections	1997	2002
Vigo County School Corporation	Terre Haute, IN	Remediation Teacher	2001	2001
St. Patrick School	Terre Haute, IN	Middle School Teacher	1997	2000

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Indianapolis

Name of Program Hospitality Restaurant Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number (317)656-4732 Application Type

Date the Form was Prepared May 11, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to develop the knowledge and skills to begin a career path toward management in the hospitality and food service industry. Drawing on the resources of the Chef's Academy, it integrates the industry's preference for both food service ("the back of the house") and hospitality ("the front of the house") skills. The program includes a strong management component which encompasses problem-solving, forecasting, strategic-planning, team building, and human resource management.

Students complete a 10-week internship midway through their program and an 8-week externship at the conclusion of their program covering both front and back of the house operations. These strategically placed experiences, combined with a balance of industry specific operational courses, the management component, and career relevant general studies, empowers students to realize their full potential and professional goals in the hospitality food service industry.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Hospitality Restaurant Management

TOTAL COURSE HOURS: 187 Check one: **Quarter Hours** ☒
 Semester Hours ☐
 Clock Hours ☐

LENGTH OF PROGRAM: 11 Quarters TUITION: \$44,880

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>ACT101</u>	<u>Accounting I</u>	<u>4</u>
<u>CA208</u>	<u>Culinary Arts Food Preparation and Lab</u>	<u>6</u>
<u>CA308</u>	<u>Classical International Regional Presentation</u>	<u>8</u>
<u>PSY100</u>	<u>Strategies for Success</u>	<u>4</u>
<u>FS101</u>	<u>Safety, Sanitation and Kitchen Design</u>	<u>4</u>
<u>FS102</u>	<u>Food Service Math</u>	<u>4</u>
<u>FS103</u>	<u>Purchasing for Food Service</u>	<u>4</u>
<u>FS104</u>	<u>Computer Food and Research Strategies</u>	<u>4</u>
<u>FS105</u>	<u>Purchasing and Cost Controls</u>	<u>4</u>
<u>FS106</u>	<u>Nutrition for Food Service</u>	<u>4</u>
<u>FS107</u>	<u>Wine, Spirits, and Beverage Management</u>	<u>4</u>
<u>FS108</u>	<u>Food and Beverage Management</u>	<u>4</u>
<u>FS109</u>	<u>Introduction to Dining Room Management</u>	<u>4</u>
<u>FS110</u>	<u>Public Relations and Employee Supervision</u>	<u>4</u>
<u>FS111</u>	<u>Job Search and Interview Techniques</u>	<u>4</u>
<u>FS112</u>	<u>Small Business Entrepreneurship</u>	<u>4</u>
<u>FS213</u>	<u>Restaurant Concepts and Menu Design</u>	<u>3</u>
<u>HRM101</u>	<u>Introduction to the Hospitality Industry and Contemporary Trends</u>	<u>4</u>
<u>HRM102</u>	<u>Hotel and Lodging Operations</u>	<u>4</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HRM103	Technology for the Hospitality Industry	3
HRM105	Hospitality and Food Service Sales	3
HRM206	Casino and Gaming Operations	2
HRM207	Meeting Customer Expectations	2
HRM208	Hospitality Internship	12
HRM310	Private Club and Time Share Operations	4
HRM312	Marketing for the Hospitality and Food Service Industry	4
HRM314	Meetings, Events and Convention Planning	4
HRM415	Hospitality Law	4
HRM416	Human Resource Management for the Hospitality Industry	4
HRM417	Hospitality Externship	8

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ECN102	Economic Geography	4
ECN205	Economics	4
ENG101	Oral Communications	4
ENG104	Business Communications	4
ENG315	Advanced Composition	4
PSY300	Critical Thinking and Problem Solving	4
HST106	Colonialism and its Aftermath	4
HUM301	Introduction to Humanities	4
LNG105	Spanish	4
PSY104	Psychology	4
SOC105	Sociology	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
SOC205	Societal Problems	4
SCN305	Environmental Science	4
SCN310	Principles of Nutrition	4

Number of Credit/Clock Hrs. in Specialty: 131 / Percentage: 70%
Number of Credit/Clock Hrs. in General Courses: 56 / Percentage: 30%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage: N/A

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm;
Saturday 9:00am - 1:00pm

Librarians: One full-time and one half-time

Other Staff: Two college work study students at 40 total hours per week

2. Number of volumes of professional material:

There are currently 908 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 6 Full-time: 6 Part-time:

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

NAME:	Bray,	Ernest	L.
	(Last)	(First)	(Middle)

Specific Courses that You Teach in Program: Business Administration – Finance
CPU200 Computers and Office Automation; 212 Word Processing; CPU220 Spreadsheets

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Institute of Technology	Indianapolis, IN	Bachelor's in Business Administration	Completed -- May, 1999
Indiana Institute of Technology	Indianapolis, IN	Master's in Human Resource Management	Completed – May, 2003
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Kelly Services/ Chase Bank	Indianapolis, IN	Research to determine 2 nd mortgage or Deed of Trust on-line	8/06 to 9/06
Kelly Services/CTB McGraw-Hill	Indianapolis, IN	Evaluator of ISTEP Tests	10/05 to 9/06
Oakland City University	Indianapolis, IN, campus location	Adjunct instructor	9/05 to 12/05
Ivy Tech State College	Indianapolis, IN	Adjunct instructor	1/04 to 5/05
U.S. Army	Fayetteville, NC	Cannon crew	1982 to 1986

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Brown,

Paulette

(Last)

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - *Indianapolis*

Specific Courses that You Teach in Program: Business Administration – Marketing
CSS100 Strategies; COM206 Communication II; COM105 Communication I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan	Indianapolis, IN	BS in Business	Completed 12/99
Indiana Wesleyan	Indianapolis, IN	MSM in Business	Completed 12/01
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
The Ford Group	Indianapolis, IN	Writer	7/00 to 6/03
Then Possibilities Network	Learning Consultant	Recruitment	5/02 to 10/02
Meridian Financial	Administrative Assistant	Receptionist	8/99 to 7/00

COMMISSION ON PROPRIETARY EDUCATION

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NAME: Farmer, Belinda Ann
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College — Indianapolis

Specific Courses that You Teach in Program: Business Administration - Marketing
BUS260 Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Oakland City University	Oakland City, IN	BS in Organizational Management	2002 to 2004
Indiana Business College	Columbus, IN	Office Systems Specialist	1997 to 1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Indianapolis, IN	Director of Career Services	8/06 to Present
Indiana Business College	Indianapolis, IN	Asst. Director of Career Services	12/04 to 8/06
Indiana Business College — Corporate Offices	Indianapolis, IN	Administrative Duties	4/99 to 12/04

COMMISSION ON PROPRIETARY EDUCATION

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NAME: Heavin, Diane M
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Business Administration - Marketing
KEY101 Keyboarding I; BUS230 Business Office Procedures

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of Indianapolis	Indianapolis, IN	Elementary Education BS	9/77 5/81
University of Indianapolis	Indianapolis, IN	Elementary Education MA	1/82 6/89
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Teach Reading and Math	Greenwood, IN	Teaching	9/84 1/86
Substitute Teaching	Indianapolis and Greenwood	Teaching	9/81 4/85

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

INSTRUCTOR'S QUALIFICATION RECORD

NAME: **Plunkett** **Anthony** (Middle)
 (Last) (First)

Specific Courses that You Teach in Program: Business Administration - Marketing
BUS205 Economics; BUS202 Marketing; BUS203 Sales

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Phoenix	Las Vega, NV	Organizational Management	2001	2002
California State University	Bakersfield, CA	Economics	1990	1993
Antelope Valley College	Lancaster, CA	Business/General Education	1987	1990
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Utah Career College	Salt Lake City, UT	Teaching AAS level Business Courses	1997	1999
Utah Travel and Tourism Board	Salt Lake City, UT	Teaching Customer Service	1994	1999
PCC Inc. – Marketing Director	Tehachapi, CA	Publication design, marketing, and management	1988	1995
NOS Communications – Motivation Manager	Las Vegas, NV	Managed motivation department/opened overseas office	2001	2004
KBA Marketing –Field Manager	Salt Lake City, UT	Opened new market, accounts and managed venue contracts	1999	2001

INSTRUCTOR'S QUALIFICATION RECORD

NAME: Robinson,	Alberta	Elizabeth
(Last)	(First)	(Middle)

Specific Courses that You Teach in Program: Business Administration – Marketing
ACC101 Accounting I; ACC102 Accounting II; ACC202 Cost Accounting

I certify that the above information is correct to the best of my knowledge.

DATE _____

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: **Sears** **Aaron**
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College — Indianapolis

Specific Courses that You Teach in Program: Business Administration — Marketing

LEG101 Business Law

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	Criminal Justice BS	1990	1995
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Greenwood Probation	Greenwood, IN	Support Officer	2005	
Hendricks County Probation	Indianapolis	Support Officer	2004	2005
Marion County	Indianapolis	Support Officer	1996	2000

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Temple Diana M
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College — Indianapolis

Specific Courses that you Teach in a Program: Business Administration — Marketing
CSS100 Strategies; SPC101 Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan U.	Marion, IN	Business Administration MBA	1994 1996
Indiana Wesleyan U.	Marion, IN	Business BS	1988 1991
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
IPL	Indianapolis, IN	Customer Service	1981 1998

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Whalen, (Last) E. (First) Alan (Middle)

NAME OF INSTITUTION: Indiana Business College — Indianapolis

Specific Courses that You Teach in Program: Business Administration – Marketing

ACC101 Accounting I; ACC102 Accounting II; FIN200 Introduction to Finance; MAT105 Business Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University	Indianapolis, IN	BS in Criminal Justice and Sociology	1972 to 1976
University of Indianapolis	Indianapolis, IN	MBA	1983 to 1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Home Town America	El Mirage, AZ	Manager	5/00 to 5/04
Charter Hospital	Indianapolis, IN	Facility Manager	4/99 to 4/00
Floors Are Us	Indianapolis, IN	General Manager	11/95 to 3/99